



Regional Development & Partnerships Manager

About Leveling the Playing Field:

Leveling the Playing Field (LPF) is a nonprofit organization that brings access and equity to children in under-resourced communities to enjoy the mental and physical benefits of youth sports participation. LPF does this through the collection of used/excess sports equipment from schools, manufacturers, individual families, and others. After being inventoried and sorted by volunteers at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization in an underserved community and placed into the hands of a child who cannot afford their own equipment.

LPF Culture

The LPF team culture attracts self motivated people who excel in an entrepreneurial environment, thrive in a workplace that invites innovation, and embrace collaboration. LPF is committed to providing opportunities for professional development to all staff. All LPF staff demonstrate a commitment to strengthening communities and a passion for youth sports participation.

Position Summary:

The Development & Partnerships Manager is primarily charged with managing LPF's current funder portfolio in our Greater Washington, Baltimore, and Philadelphia markets and offers opportunities for leadership and creativity. LPF's existing portfolio includes foundations, corporations, professional sports teams, local government and individual donors. This role will work closely with both the executive team and program staff to promote a culture of collegiality and philanthropy.

The ideal candidate will bring a passion for LPF's mission paired with experience working within nonprofit development and partnerships.

Roles & Responsibilities:

- 1. Manage funder portfolio and prospective donor calendar (80%):**
 - a. Take over stewardship and oversight of LPF's funder portfolio across Greater Washington, Baltimore, and Philadelphia. Prospect new opportunities from: foundations, individual donors, corporate sponsors and government entities. Work with our grant writer to ensure LOIs, proposals, and reports are submitted before each respective due date.

- i. Private Foundations: Maintain/manage funder relationships, provide impact reporting and regular progress updates in writing and in person/over the phone.
 - ii. Corporate Sponsorship: Maintain corporate relationships and provide updates on sponsored activations and their impact and community reach. Work alongside program staff to meet benchmarks laid out in the corporate sponsorship agreement.
 - iii. Government Grants: Maintain relationships with elected and career government officials involved in our grants. Work with program staff to provide updated impact reporting and in person engagement whenever possible.
 - iv. Individual Giving: Provide timely donor recognition and engagement. Pursue additional funding solicitations where appropriate.
- b. Prepare donor engagement collateral, such as marketing materials, letters of inquiry, full proposals, pitch decks, individual solicitation letters, corporate sponsorship proposals, donor recognition letters, and grant reports. Additionally, work with the marketing and program team on newsletter and social media posts aimed at driving revenue
 - c. Track funder pipeline in salesforce, ensuring all accounts, opportunities and reports are current & well maintained/detailed. Navigate Salesforce comfortably to find necessary program data for grant proposals, reports, marketing materials, etc.
 - d. Coordinate internally with program staff to understand current program needs + data / trends across LPF's markets
 - e. Work with the executive team to provide fundraising updates to the Board of Directors

2. Conduct outreach to further build out our donor portfolio (20%)

- a. Research and engage with prospective donors across multiple funding buckets including private foundations, local businesses, local government, individuals and more...
- b. Work with program staff to engage current corporate volunteer groups around philanthropic giving
- c. Research and engage prospective corporate volunteer groups that can be solicited for funding in the future
- d. Work with program staff to engage individual donors with the goal of cultivating and growing their relationship with our program

Performance Evaluation

The Development & Partnerships Manager will be evaluated based on revenue goals including grant renewals and new business as well as grants submitted. We will also track performance within specific funding buckets including corporate donors, individual donors, private foundations etc...

Qualifications:

- Experience raising money from private foundations, individual donors and government grants (proposal writing/meet & greets) as well as selling corporate sponsorships
- Ability to function in a work environment with limited supervision and a comfort level proposing innovative and new solutions/ideas to executive leadership is what we are looking for. Ability to implement and execute those ideas is a must.
- Capable of working evenings/weekends when needed for event coverage
- Excellent communication skills such as writing, public speaking & networking
- Experience effectively prioritizing, handling multiple assignments and duties, and adhering to deadlines
- Experience with Salesforce, WordPress, MailChimp, and Canva a plus
- Writing sample required

Compensation & Benefits:

- LPF is headquartered in Washington, DC with warehouse locations in Washington, DC, Baltimore, and Philadelphia. Applicants local to DC, Baltimore, or Philadelphia preferred.
- Generous PTO and leave policy
- Benefits include health/dental insurance and 401(k)
- Salary range \$60,000-\$70,000 depending on qualifications and experience

Equity Statement:

Leveling the Playing Field provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

A diverse staff enables us to better carry out our mission. We encourage individuals of all backgrounds to apply.

How to Apply:

To apply, submit a resume and cover letter to jobs@levelingtheplayingfield.org with "Development & Partnerships Manager" in the subject line.